

# CITY OF TROY INCOME TAX RETURN OF INCOME TAX WITHHELD

FOR PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

1. GROSS WAGE DURING PERIOD \* \_\_\_\_\_ \$ \_\_\_\_\_  
2. X 1.75% or .0175 \_\_\_\_\_ \$ \_\_\_\_\_  
3. TAX DUE \_\_\_\_\_ \$ \_\_\_\_\_  
4. ADJUSTMENTS TO PRIOR RETURNS \_\_\_\_\_ \$ \_\_\_\_\_  
5. TOTAL PAYABLE HEREWITH \_\_\_\_\_ \$ \_\_\_\_\_

I declare that this return has been examined by me, and to the best of my knowledge and belief is a true, correct and complete return, made in good faith, pursuant to City of Troy Income Tax Ordinance and Regulations.

\_\_\_\_\_  
CORPORATION, BUSINESS, OR TRADE NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

MAKE CHECK OR  
▶ MONEY ORDER PAYABLE  
TO CITY OF TROY

PENALTY \$ \_\_\_\_\_

INTEREST \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

\* If you did not have any employees this period, please so state and return this form.

## GENERAL INFORMATION

1. Earn employer within or doing business within the City of Troy, Ohio, who employs one or more persons is required to withhold the tax of 1.75% from all compensation paid to employees at the time the compensation is paid, and remit the amount withheld to the Department of Taxation, City Building, Troy, Ohio 45373, in accordance with the following instructions.

A. Monthly: All returns and payments are due on or before the last day of each month for the amount withheld during the preceding month unless approval has been secured from the Director of Taxation to make returns and payments on a quarterly basis.

B. Quarterly: Any employer who wishes to file and remit on a quarterly basis may request the authority for quarterly filing from the Director of Taxation. Such request must be in writing stating the name and City of Troy Withholding Account Number of the employer, if any; the address to which withholding forms should be mailed; the estimated amount of tax to be withheld each quarter and the name and title of the person responsible for complying with the withholding requirements of The Troy Income Tax Ordinance and Regulations. If approval of quarterly filing is granted, the returns and payments are due on or before the last day of the month following each calendar quarter.

2. Delinquent payments shall be subject to penalty and interest charges as provided in the Troy Income Tax Ordinance.

3. The failure of any employer to receive or procure Form TW-1 shall not excuse him from making this return or from remitting the tax withheld.

4. Do not report names of employees from which the tax was withheld with this return. This information is to be reported on withholding statement (Form TW-2) on or before January 31, following each calendar year.